

# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST <b>KAMPALA</b>	2. AGENCY <b>STATE</b>	3a. POSITION NO. 100526
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

## 4. REASON FOR SUBMISSION

- ☒ a. Redescription of duties: This position replaces  
Position No. \_\_\_\_\_, \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)
- ☐ b. New Position
- ☐ c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	<b>SHIPPING ASSISTANT FSN-905</b>			
b. Other AFRC	Shipment Assistant, FSN 905	6	AFRC: kmt	7/21/16
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION <b>U.S.EMBASSY KAMPALA</b>	a. First Subdivision <b>ADMINISTRATIVE OFFICE</b>
b. Second Subdivision <b>GENERAL SERVICES OFFICE</b>	c. Third Subdivision <b>SHIPPING SECTION</b>

9. This is a complete and accurate description of the duties and responsibilities of my position.  _____ Printed name of Employee  _____ Signature of Employee _____ Date(mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position.  _____ Printed name of Supervisor  _____ Signature of Supervisor _____ Date(mm-dd-yyyy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.  _____ Printed name of Section Chief or Agency Head  _____ Signature of Section Chief or Agency Head _____ Date(mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  _____ Printed name of Admin or Human Resources Officer  _____ Signature of Admin or Human Resources Officer _____ Date(mm-dd-yyyy)
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13. BASIC FUNCTION OF POSITION

Expedites the customs clearances and other host Government approvals and arrange for commercial shipping services for all incoming and outgoing shipments of supplies, household effects, vehicles, coordinate the movements of the rest of the shipping office, maintain real time tracking of shipments and provide customer support.,etc.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
<b>POUCHES:</b> Facilitate the clearance and delivery of Classified/Unclassified pouches.	
<b>EXPEDITING DUTIES:</b> Meets new mission personnel and official visitors at the airport, receives passports and tags, pass through immigration, identifies the baggage, for through customs and transport them to destination. Arranges for VIP Lounge and works with security officials during visits of VIP visitors. Processes passports upon arrival and departure through the VIP Lounge. Checks VIP visitors in departure and handles passports. Processes passenger at ticket counter and immigration, assists by completing departure forms. Remains at airport until departure of plane. 20%	
<b>SHIPPING/CLEARING DUTIES:</b> Prepares renewal forms for road licenses for GOV/POV. Tracks inbound/outbound shipments and keeps office Excel tracker updated. Processes necessary documents for clearing customs and URA exemptions. Coordinates actions of shipping and clearing agents. Coordinates with shippers and customers for the delivery of goods. Processes vehicle transfers/registrations/de-registrations. Facilitate and oversee HHE/UAB/POV and Consumables shipments. Timely processing of official shipments. Timely responses to Shipping agents and Customers. 80%	
<p><b><u>15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE</u></b></p> <p>a. <b>Education:</b> Completion of secondary school is required</p> <p>b. <b>Prior Work Experience:</b> 3 years of clerical experience in shipping, logistics, or transportation is required</p> <p>c. <b>Post Entry Training:</b> N/A</p> <p>d. <b>Language Proficiency:</b> List both English and host country language(s) proficiency requirements by level (II, III) and specialization spread:  Level III English (good working knowledge in both written and spoken) is required.</p> <p>e. <b>Job Knowledge:</b> A good working knowledge and understanding of customs regulations and local law concerning importation/exportation of goods and property is required.</p> <p>f. <b>Skills and Abilities:</b> Level 1 typing (less than 40 wpm); ability to drive a vehicle, basic office computer skills and interpersonal skills in dealing with American employees and Ugandan Government officials are required. Must possess a valid driver's license.</p> <p><b><u>16. POSITION ELEMENTS</u></b></p> <p>a. <b>Supervision Received:</b> Shipment Assistant.</p>	

**b. Supervision Exercised:**

c. N/A

**d. Available Guidelines:**

6 FAM and local Uganda Government laws.

**e. Exercise of Judgment:**

Must exercise judgment when expediting USG employees, official visitors and when dealing with airline and customs officials.

**f. Authority to Make Commitments:**

N/A

**g. Nature, Level and Purpose of Contacts:**

U.S. Direct Hires, fellow FSNs, Airport, Airline and customs officials of all levels. Purpose of contacts is to ensure smooth processing of people and USG property at airport and Ministry offices.

**h. Time Expected to Reach Full Performance Level:**

One year.